

## TABLE OF CONTENTS

Per the Rules of Court, all briefs must contain a Table of Contents (TOC). The TOC is created on the first page following the cover page. The easiest way to create a TOC is to apply Heading Levels.

Each section of the brief has a heading and may have subheadings under each heading, as well as subheadings under those, and so forth. If so, each heading and subheading is assigned a level. For example, for the Argument section of the brief, the "main" heading is the word Argument. This heading would be a Level 1. If there are two parts to the argument, each part is considered a subheading and each would be assigned a Level 2. Subheadings under a Level 2 would then be Level 3 and so forth. Please see **Example D** below.

### EXAMPLE D

**ARGUMENT** Level 1 Heading

Level 2 Heading **I. THE ISSUES RAISED IN APPELLANT'S OPENING BRIEF ARE ALL QUESTIONS OF FACT THAT WERE DECIDED IN FAVOR OF APPELLEE, NONCORMING STATUS IS NOT AN ELEMENT OF ANY OF THE VIOLATIONS CITED AND ONLY COMES INTO PLAY ONCE A DETERMINATION OF THE VIOLATIONS HAVE BEEN MADE.**

Level 3 Heading **A. Standard of Review**

¶6. The court of appeals views all evidence and the reasonable conclusions therefrom in the light most favorable to upholding the jury verdict or trial court decision, *Larson v. Nissan Motor Corp.*, 194 Ariz. 142 ¶ 2, 978 P.2d 119, 121 (App. 1998); *Hatcher v. Hatcher*, 188 Ariz. 154, 157, 933 P.2d 1222, 1225 (App. 1996. "We assume that judges follow and apply the law." *In re Niky R.*, 203 Ariz. 387, 392, 33 P.3<sup>rd</sup> 81m 86 (App. 2002). Courts "Have long held that 'in

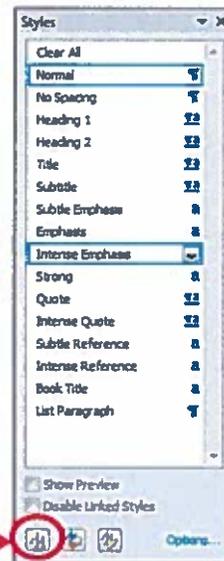
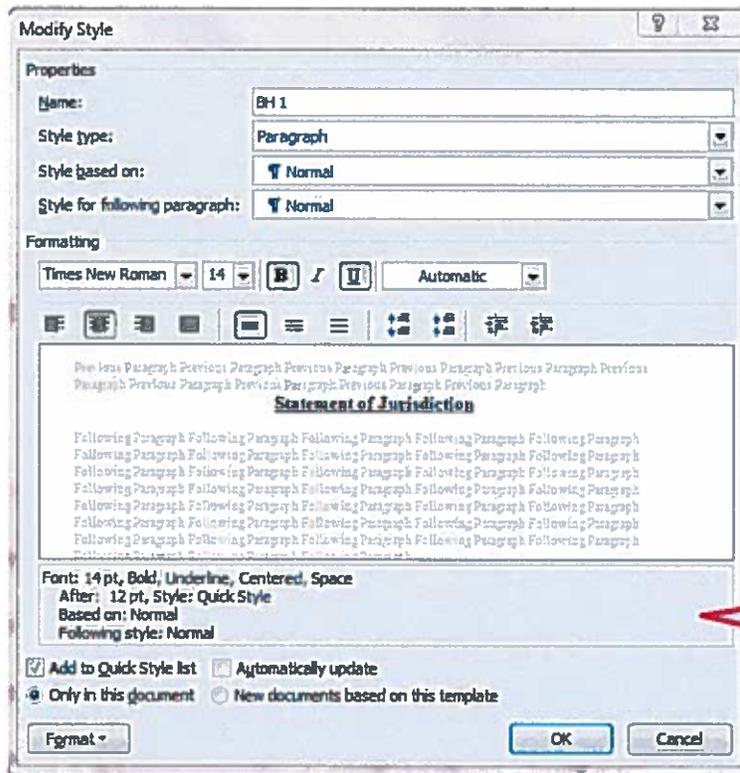


## APPLYING HEADING (OUTLINE) LEVELS

1. Highlight the text to be assigned a Heading Level.
2. On the "Home" ribbon, click on the "Styles" drop down.



3. On the drop down menu, select the "New Style Icon."
4. A new dialogue box will pop up.



Note: all of the formatting for the heading was "picked up" when the style was created

5. Enter the following:
  - a. Name: BH1
  - b. Style Type: Paragraph
  - c. Style based on: ¶ Normal
  - d. Style for following paragraph: ¶ Normal
6. Click "OK" – This creates your Heading Style for Level 1.
7. Repeat the above steps for every heading/subheading level (i.e. BH2, BH3 etc.).

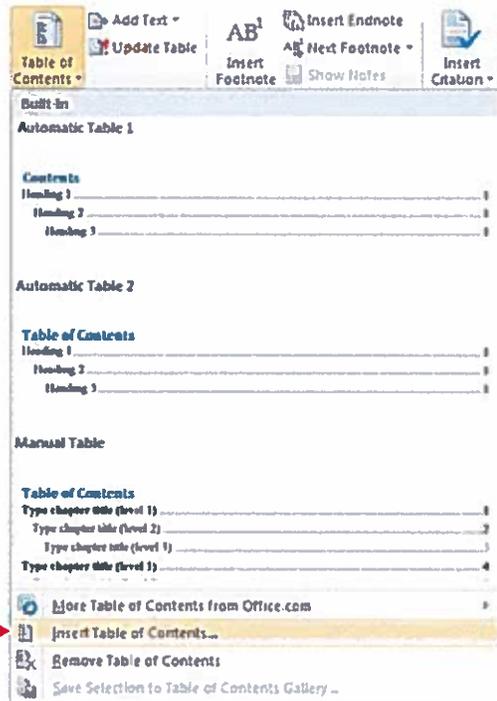
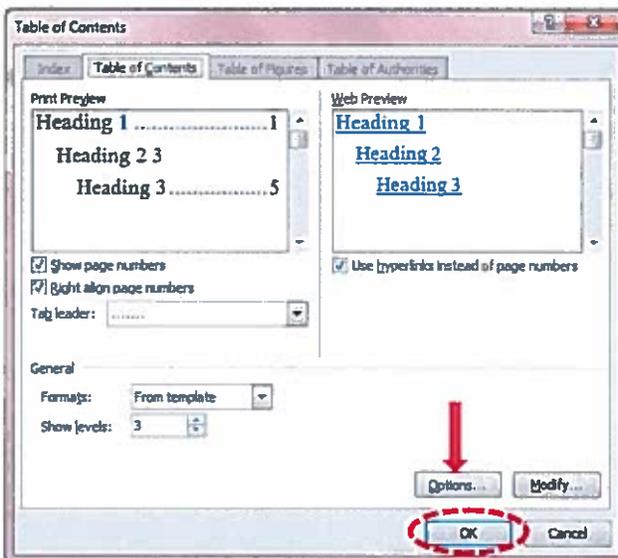


## GENERATING THE TABLE OF CONTENTS

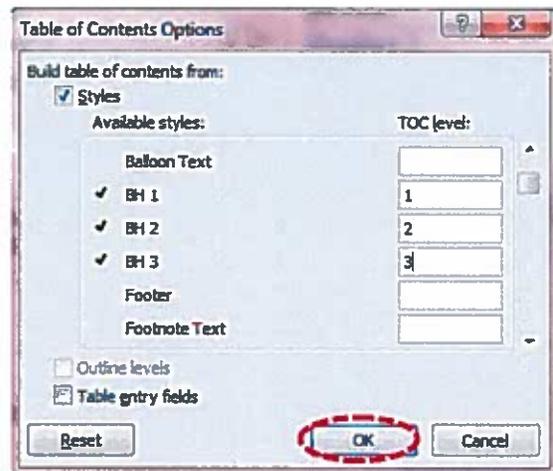
1. When done applying Heading Levels, place the cursor on the page the TOC is to be generated.
2. Click on the References ribbon and select the Table of Contents icon.



3. On the drop down menu, select "Insert Table of Contents."
4. The "Table of Contents" dialogue box will appear, click on the "Options" button.



5. In the "Options" dialogue box make sure the BH1, BH2, BH3 etc. are selected and all other selections are deselected. You will have to scroll down through the list to make sure.
6. Click "OK" on the "Options" dialogue box and then click "OK" on the "Table of Contents" dialogue box.
7. The Table of Contents will be generated.
8. Double check for accuracy and make any formatting changes needed.



EXAMPLE E

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Once the TOC is generated, it may need to be further formatted by the secretary (minor changes such as lining up/indenting, subparagraphs, etc.).

